

## 21.30J. TITLES.

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**Title Added Entries for Electronic Serials That Don't Retain Earlier Titles**

**Introduction**

1) *Added entries for titles in the context of a machine-readable catalog.* The guidelines for providing added entries, including those for titles, are embodied in the cataloging rules (AACR2), the LCRIS, and any administrative decisions made locally by a particular library. These guidelines reflect the conditions under which the bibliographic infrastructure formally calls for "added" access. In a unit-card environment, such access required preparation and filing of an additional unit card for each "added" access (as well, of course, as added access that was "derived," e.g., from the title).

Within the machine-readable environment, the MARC format content designation conventions support the formal guidelines mentioned above. What is different about the machine-readable environment, however, is that "access" becomes a function of the particular system used in support of the machine-readable catalog, and that in turn reflects the decisions of the system designers. There is, then, embedded within a machine-readable bibliographic record, not only the access called for by AACR2, as reflected in the content designation, but also the access designed into the system. For example, AACR2 may suggest no title added entry is needed in a specific situation. The mechanism used in this case is indicator position 1 of the 245 field containing the value "0" (No title added entry). However, a particular system may have been designed to index all 245 fields in all cases. Thus title access is provided in spite of the setting of the indicator value otherwise. Nevertheless, the guidelines in this LCRI on title added entries reflect and amplify those called for in AACR2 only; they do not take into account the kinds of access that any one system may (or may not) provide.

2) *Controlled/uncontrolled.* Added entries may be "controlled" or "uncontrolled." "Controlled" means that the data constituting the added entry are in the form that has been determined to be used in formally referring to an entity according to AACR2 and LCRIS. It is the "established" or "catalog-entry" form for the "name" of an entity, including a work. When it is determined that an entity is primarily responsible for the creation/emanation of a work, the controlled form for an entry for the work is a name/title combination. Otherwise, it is the title itself in the form that is determined to be used in the catalog ("uniform title heading"). Controlled added entries for works are stated in MARC in fields 700, 710-711 (name/title combinations) and 730 (uniform title heading).

The found form of a title, a form appearing on an item and limited to the title itself, divorced from any entity that may be primarily responsible for the work, is an "uncontrolled" form. It has not gone through the formal process of being established (catalog-entry form undetermined, although in some cases the controlled and uncontrolled forms might turn out to be one and the same). The focus of this LCRI is on providing added entries for titles in an uncontrolled form ("title added entry"). The LCRI states the various guidelines relating to title added entries. It begins with a description of the data constituting them and the mechanics of stating them in a machine-readable bibliographic record. These aspects are described first so that the examples used in subsequent sections of the LCRI will be understandable. Next is the basic guideline for title added entries for titles proper followed by guidelines related to permutations of titles proper. A section on items without collective title is followed by one on the guidelines related to other titles borne by an item. The LCRI concludes with sections on title changes related to monographs, integrating resources, and some electronic serials.

## Data Constituting Title Added Entries/Means of Carrying Them in MARC Record

There are three ways to accommodate title added entries in the MARC record:

- 1) deriving a title added entry from the title—245 field (Title statement);
- 2) deriving a title added entry from a varying form of a title that is explicitly recorded in a field defined for that purpose—246 field (Varying form of title);
- 3) recording a title added entry for a related/analytical title in a field defined for that purpose—740 field (Added entry — uncontrolled related/analytical title).

Prior to February 1995, all title added entries in records for monographs not derived from the 245 field were recorded in a 740 field (then named Added entry — variant title).

1) *Title added entry derived from 245 field.* A title added entry is derived from the 245 title field on the basis of indicator position 1 (use value "1" (Title added entry)). The data constituting such a derived added entry are those of the \$a (Title), \$n (Number of part/section of a work), and \$p (Name of a part/section of a work) subfields as appropriate. In most cases a derived added entry equates to the title proper. Except for alternative titles and parts/designations of parts, the extent of a derived added entry is governed by the first mark of prescribed punctuation in the 245 field. When the added entry desired does not equate to the \$a, \$n, or \$p subfields of the 245 field as appropriate, it is necessary to use the 246 field for the added entry.

Retain initial articles and record an appropriate value in the non-filing indicator (indicator position 2). Use value "0" when an article is to be filed on as follows:

a) the title begins with an article that appears as part of a personal, geographic, or corporate name and is retained in such a name according to LCRI 22.4, LCRI 23.2, or AACR2 rule 24.5A;

b) the title begins with an article in a situation in which meaning and cataloger's judgment require its retention, e.g., such titles as

"The" as an introductory element of generic nouns  
"El Cid" in literary criticism of the 20th century

Include in the added entry for a title proper alternative titles and parts or designations of parts (and see also the subsection 7) *Portion of title proper* below under the separate section "**Guidelines for Making Title Added Entries for Permutations Related to Titles Proper**").

For items without a collective title, the added entry derived from field 245 equates to the title of the first work; see below the separate section "**Items Without Collective Title.**"

2) *Title added entry derived from 246 field.* The implementation in February 1995 of changes related to format integration introduced a major change in the mechanism used for

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providing title added entries for varying forms of titles in machine-readable bibliographic records for monographs. Whereas previously all title added entries for varying forms of title had been recorded in a 740 field (with statements about such titles recorded in 500 note fields), the 246 field now carries most varying forms of title (for an exception, see below subsection 2) *Title access to independent titles* under the section "**Items Without Collective Title**"). Title added entries can be derived from this field based on the value in indicator position 1. Values in this indicator position provide for various combinations of data, including information that was previously conveyed in multiple fields (500/740).

Indicator position 1 (Note controller/title added entry) contains values that make it possible to generate notes/derive title added entries as follows:

<i>Ind. 1</i>	<i>Condition the value indicates</i>
0	Generate a note but not a title added entry
1	Generate a note and also a title added entry
2	Do not generate a note or a title added entry
3	Do not generate a note but do generate a title added entry

Indicator position 2 (Type of title) contains values that make it possible to generate display constants describing the type of title data recorded in the 246 field as follows:

<i>Ind. 2</i>	<i>Condition</i>	<i>Display constant the value indicates</i>
#	No information provided	[no display constant]
0	Portion of title	[no display constant]
1	Parallel title	[no display constant]
2	Distinctive title	[Distinctive title]
	( <i>LC practice</i> : Do not use this value for monographs)	
3	Other title	[Other title]
	( <i>LC practice</i> : Do not use this value for monographs)	
4	Cover title	[Cover title]
5	Added title page title	[Added title page title]
6	Caption title	[Caption title]
7	Running title	[Running title]
8	Spine title	[Spine title]

If the source of the varying title recorded in a 246 field is not one of those represented by values 4-8, the source may be explicitly recorded in an \$i subfield that precedes the title data:

246 1# \$i Source as supplied by cataloger: \$a Varying  
form of title

Note the following input conventions used with the 246 field:

- a) position the 246 field(s) following the 245 field;
- b) do not end the field with a mark of punctuation unless it is part of the data (e.g., an abbreviation);
- c) do not record an initial article unless the intent is to file on it;
- d) add a colon at the end of the cataloger-supplied text recorded in an \$i subfield;
- e) *LC practice*: use three blank spaces for incomplete volume designation;
- f) *LC practice for input order*:

Input first

those 246 fields relating to the 245 field as identified by second indicator values 0, 1, and #, generally in that order, which reflects found form followed by any alternate form followed by any others in the order judged best.

3) *Title added entry recorded in 740 field*. As the result of format integration, the 740 field was redefined to be limited to added entry access for the uncontrolled form of two kinds of titles:

- a) uncontrolled analytical added entries for titles of independent works contained within the item;
- b) uncontrolled added entries for titles of related works external to the item.  
(*LC practice*: do not apply except in some of the cataloging of collections of special materials; use 700-730 controlled form according to AACR2)

Do not record an initial article unless the intent is to file on it. End the field with a mark of punctuation.

Note that the redefined 740 uncontrolled "analytical" added entry does not replace the 700-730 controlled analytical added entry (name/title or title) for the independent work called for by AACR2.

### **Basic Guideline for Making Title Added Entries for Titles Proper**

Follow the provision of the rule to:

Make an added entry under the title proper of every item entered under a personal heading, a corporate heading, or a uniform title unless

- a) the title proper is essentially the same as the main entry heading or a reference to that heading  
(*LC practice*: make the added entry even if the heading or a reference to that heading represents a personal or corporate name)
- or b) the title proper has been composed by the cataloger

(*LC practice*: do not make the added entry except in some of the cataloging of collections of special materials)

or c) in a catalogue in which name-title and subject entries are interfiled, the title proper is identical to a subject heading assigned to the work or a direct reference to that subject heading  
(*LC practice*: make the added entry)

or d) a conventionalized uniform title has been used as the uniform title for a musical work (see 25.25-25.35).

(*LC practice*: make the added entry unless the title proper is not sufficiently distinctive by itself to be a useful access point (e.g., Piano music; Symphony no. 3 in F major))

Note: Prior to Dec. 1, 2002, the *LC/CONSER practice* was not to make a title added entry for a serial title consisting of no more than the English words "Annual report." Catalogers may change the field from 245 00 to 245 10 only when updating the record for another reason.

### **Guidelines for Making Title Added Entries for Permutations Related to Titles Proper**

1) *General*. The guidelines in the following subsections represent an attempt to standardize, to a certain extent, practice in giving additional title added entries. They address title added entries for alternate forms (e.g., spelled-out form of an abbreviation, a number as a word) as well as other issues such as the treatment of alternative titles, corrected titles, items with collective titles. They are not meant to be an exhaustive treatment. Apply cataloger's judgment to situations not addressed here. When in doubt, be liberal in making additional title added entries. Note, however, when a single title exhibits several of the above conditions, it is not necessary to make all the possible added entries; instead, limit the additional added entries to those judged to be most useful.

```
245 10 $a XX centuries & Mt. St. Helens ...
246 3# $a 20 centuries and Mount Saint Helens
246 3# $a Twenty centuries and Mount Saint Helens
```

#### *2) Alternate forms*

a) *Abbreviations*. When an abbreviation occurs as one of the first five words filed on in a title proper, make a 246-derived title added entry substituting the corresponding spelled-out form of the abbreviation if it is thought that some catalog users might reasonably expect that the form was spelled out in the source.

```
245 10 $a Messrs. Ives of Bridgeport ...
246 3# $a Messieurs Ives of Bridgeport
```

```
245 10 $a Mt. St. Helens ...
246 3# $a Mount Saint Helens ...
```



245 10 \$a St. Louis blues ...  
 246 3# \$a Saint Louis blues ...

*but* 245 10 \$a M'Liss and Louie ...  
 (*Spelled out form of abbreviation unknown*)

b) *Ampersand*. When an ampersand (or other symbol, e.g., +, representing the word "and") occurs as one of the first five words filed on in a title proper, make a 246-derived title added entry substituting the word "and" in the language of the title.

245 10 \$a A & B roads & motorways atlas of Great Britain ...  
 246 3# \$a A and B roads and motorways atlas of Great Britain

c) *Letters and initialisms (including acronyms)*. When a series of letters or an initialism occurs as one of the first five words filed on in a title proper, apply the following:

1) *With separating punctuation*.<sup>1</sup> If the transcription shows separating punctuation, make a 246-derived title added entry in the form without any separating punctuation if it is thought that some catalog users might expect that the letters would be recorded in that form in the source.

245 10 \$a A.-G. Chemie ...  
 246 3# \$a AG Chemie

245 14 \$a The A-B-C-D of successful college writing ...  
 246 3# \$a ABCD of successful college writing

2) *Without spacing or separating punctuation*. If the transcription does not show spacing or separating punctuation, normally do not make a 246-derived title added entry with spacing or separating punctuation.

d) *Numbers*. When a number occurs as one of the first five words filed on in a title proper, make a 246-derived title added entry as follows:

(1) *Arabic numbers (excluding dates)*. Make a 246-derived title added entry substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source. In spelling out numbers in English, follow the style indicated in *The Chicago Manual of Style*, University of Chicago Press. For other languages, follow the preferred style of the language.

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<sup>1</sup>Separating punctuation in LC's system includes the hyphen (-), period (.), and slash (/).

101 = one hundred one; use also one hundred and one  
(*An exceptional form provided because of its frequent use.*)  
425 = four hundred twenty-five, *not* four hundred and twenty-five  
1001 = one thousand one; use also one thousand and one  
(*An exceptional form provided because of its frequent use.*)  
1226 = one thousand two hundred twenty-six, *not* twelve hundred  
twenty-six or twelve hundred and twenty-six  
2500 = twenty-five hundred, *not* two thousand five hundred

245 14 \$a The 1-2-3 guide to libraries ...  
246 3# \$a One-two-three guide to libraries

245 10 \$a 1 and 2 Thessalonians ...  
246 3# \$a First and Second Thessalonians

245 10 \$a 1a Mostra Toscana/scultura ...  
246 3# \$a Prima Mostra Toscana/scultura

245 10 \$a 3 point 2 and what goes with it ...  
246 3# \$a 3.2 and what goes with it  
246 3# \$a Three point two and what goes with it

245 14 \$a The 3.2 beer law ...  
246 3# \$a Three-point-two beer law

245 10 \$a 3:10 to Yuma ...  
246 3# \$a Three ten to Yuma

245 10 \$a 27 wagons full of cotton ...  
246 3# \$a Twenty-seven wagons full of cotton

*but* 245 10 \$a A4D desert speed run ...

245 10 \$a 1/3 of an inch of French bread ...

245 10 \$a 1/10th fours of 48 hours ...

245 10 \$a 2° minute talk treasury ...

245 10 \$a .300 Vickers machine gun mechanism made easy  
...

245 10 \$a 003° ...

245 10 \$a 3.1416 and all that ...

245 14 \$a The 5"/38 gun ...

(2) *Dates*

(a) *Dates representing a single year or span of years.* Do not make a 246-derived title added entry substituting the corresponding spelled-out form for dates written in arabic numerals representing a single year or a span of years. (*Exceptionally*, make such a 246-derived title added entry when it is the custom in a particular language, e.g., Chinese, to expect access through the written-out form of a date.) If, however, such dates are written in roman numerals, make a 246-derived title added entry substituting arabic numerals for the roman numerals.

245 10 \$a 1915 : \$b revue de guerre en deux actes ...

245 10 \$a 1945-1975 Italia ...

(b) *Other dates.* If dates other than those representing a single year or a span of years are written in roman numerals, make a 246-derived title added entry substituting arabic numerals for the roman numerals. Make a 246-derived title added entry substituting the corresponding spelled-out form if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source. Make this judgment regardless of whether the numerals in the source are arabic or roman.

245 14 \$a The XXth century citizen's atlas of the world ...

246 3# \$a 20th century citizen's atlas of the world

246 3# \$a Twentieth century citizen's atlas of the world

245 13 \$a Le XVIIe & XVIIIe siècles ...

246 3# \$a 17. et 18. siècles

246 3# \$a Dix-septième et dix-huitième siècles

245 10 \$a Australian painting, XIX and XX centuries ...

246 3# \$a Australian painting, 19th and 20th centuries

246 3# \$a Australian painting, nineteenth and twentieth centuries

245 10 \$a XX. századi művészet ...

246 3# \$a 20. századi művészet

246 3# \$a Huszadik századi művészet

245 10 \$a Arabskie dokumenty IX-XX vv. : \$b Katalog ...

246 3# \$a Arabskie dokumenty 9.-20. vv.

246 3# \$a Arabskie dokumenty deviatogo-dvadtsatogo vv.

(3) *Roman numerals (excluding dates)*. Make a 246-derived title added entry substituting arabic numerals for the roman numerals. Make an additional 246-derived title added entry substituting the spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in the source.

245 10 \$a World War II small arms ...

246 3# \$a World War 2 small arms

246 3# \$a World War Two small arms

245 10 \$a Title XX comprehensive annual services plan  
...

246 3# \$a Title 20 comprehensive annual services plan

246 3# \$a Title twenty comprehensive annual services  
plan

245 10 \$a XXV sēzd KPSS i problemy ideologicheskoi  
bor'by ...

246 3# \$a 25. sēzd KPSS i problemy ideologicheskoi  
bor'by v stranakh Azii i Afriki

246 3# \$a Dvadt͡sat' pi͡aty͡i sēzd KPSS i problemy  
ideologicheskoi bor'by v stranakh Azii i  
Afriki

*but*

245 10 \$a Neotropical Microlepidoptera XIX ...

246 3# \$a Neotropical Microlepidoptera 19

(*No derived added entry from spelled-out form*)

(4) *Spelled-out form*. Make a 246-derived title added entry substituting an arabic numeral for the spelled-out form if it is thought that some users of the catalog might reasonably expect that was the form in the source.

245 14 \$a The road of a thousand wonders ...

246 3# \$a Road of 1000 wonders

245 12 \$a A thousand and one facts about Soviet  
Estonia ...

246 3# \$a 1001 facts about Soviet Estonia

245 10 \$a Eighty blocks from Tiffany's ...

246 3# \$a 80 blocks from Tiffany's

*but*

245 10 \$a Two years before the mast ...

e) *Signs and symbols*. When a sign or symbol occurs as one or in one of the first five

words filed on in a title proper, make a 246-derived title added entry substituting the name or a written form for the corresponding sign or symbol if this can be done concisely and if it is thought that some users of the catalog might reasonably expect that the sign/symbol would be recorded in that form in the source.

245 10 \$a Transforming #1 ...  
246 3# \$a Transforming number one

245 10 \$a 100% cooperation with the United States ...  
246 3# \$a One hundred percent cooperation with the  
United States

245 14 \$a The \$2 window on Wall Street ...  
246 3# \$a Two dollar window on Wall Street

245 10 \$a Poe[try] : \$b a simple introduction ...  
246 3# \$a Poe  
246 30 \$a Simple introduction to experimental poetry  
500 ## \$a On t.p. "[try]" appears as an illustration  
of a tree.

*but* 245 10 \$a Tables of the error function and its  
derivative, [reproduction of equations for  
the functions] ...

f) *Other*. If a title proper contains data within the first five words filed on for which there could be an alternate form that would be filed differently, make a 246-derived title added entry under that form if it is thought that some users of the catalog might reasonably expect that form to be given in the source.

245 10 \$a Actfive and other poems ...  
246 3# \$a Act five and other poems

3) *Alternative titles*. See the subsection 7) *Portion of title proper* below.

4) *Corrected titles proper*. (For corrected titles other than titles proper, see subsection 10) under "**Guidelines for Making Title Added Entries for Other Titles Borne by an Item**" below.) In encountering titles proper that contain an incorrect form of some kind, insure that there is title access through both the incorrect and the corrected forms.

a) *Titles of monographs corrected by "[i.e. ...]" and "[sic]"* (cf. 1.0F1). When either the "[i.e. ...]" or "[sic]" technique is used, make two title added entries: a 246-derived one for the title in its uncorrected form, and one in its correct form.

```
100 1# $a Brick, Paul Anthony.
245 14 $a The Paul Anthony Buck [i.e. Brick] lectures
    ...
246 3# $a Paul Anthony Buck lectures
246 3# $a Paul Anthony Brick lectures

245 04 $a The wolrd [sic] of television ...
246 3# $a Wolrd of television
246 3# $a World of television
```

*Previous LC practice:* From November 1995 through November 2002, LC did not use the 246-derived added entry technique to provide access to a title in its uncorrected form. This reflected LC's use of a previous system in which certain data enclosed within brackets in field 245 were ignored in filing arrangements. There will be no systematic attempt to update these records.

b) *Titles of monographs corrected by bracketing missing letters (cf. 1.0F1).* If the title proper has been corrected by supplying in brackets a missing letter or letters, make a 246-derived added entry for the title as it appears in the source.

```
100 1# $a Patriot, John.
245 10 $a One day's d[u]ty ...
246 3# $a One day's dtty
```

This assumes that normalization treats “d[u]ty” the same as “duty.” If this is not the case in a particular system, provide access through the title in its correct form without the brackets.

c) *Titles of serials and integrating resources (cf. 12.0F, 12.1B1).* When the title proper has been transcribed in a corrected form without using brackets, also make a 246-derived title added entry for the title as it appears in the source. (This treatment assumes that the title on later issues will be in the correct form on the pieces.)

```
245 00 $a Housing starts ...
246 1# $i Title appears on v. 1, no. 1 as: $a Housing
      sarts

110 2# $a JLN Association.
245 10 $a Annual report ...
246 1# $i Title appears on 1999 report as: $a Annul
      report
362 0# $a 1999-
```

5) *Items with a collective title. LC practice:* If an item containing more than one work has a collective title, make a 245-derived title added entry only for the collective title.

6) *Items without a collective title.* See below the separate section **"Items Without Collective Title."**

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7) *Portion of title proper*

a) *Alternative title.* For titles proper that contain an "alternative title," insure title access as follows:

- 1) to the complete title proper (245-derived title added entry);
- 2) to the first part of the title proper up to the word "or" or its equivalent in another language (246-derived title added entry);
- 3) to the part following the word "or" or its equivalent in another language (246-derived title added entry).

```
100 1# $a Hoffmann, Heinrich, $d 1809-1894.
240 10 $a Struwwelpeter. $l English
245 10 $a Slovenly Peter, or, Cheerful stories and funny
      pictures for good little folks.
246 30 $a Slovenly Peter
246 30 $a Cheerful stories and funny pictures for good
      little folks
```

b) *Part or designation of part.* If the title proper contains a part or a designation of a part or both, make a 246-derived title added entry (usually for the part) when it is judged intelligible enough to be a likely candidate for access.

```
245 04 $a The sophisticated traveler. $p Winter, love
      it or leave it / $c edited by A.M. Rosenthal
      ...
246 30 $a Winter, love it or leave it
```

c) *Partial title.* Make a 246-derived title added entry for a portion of a title proper when it is judged that some users would consider the portion as the title proper.

```
100 1# $a Byrne, Robert, $d 1928-
245 14 $a The New York times book of great chess
      victories and defeats / $c Robert Byrne.
246 30 $a Book of great chess victories and defeats
246 30 $a Great chess victories and defeats
```

This is often the case with art books whose title transcription begins with the artist's name; many users might perceive that name as a statement of responsibility rather than a title.

```
245 10 $a Paul Jenkins, anatomy of a cloud ...
246 30 $a Anatomy of a cloud
```

d) *Statement of responsibility.* When a title proper begins with a separable statement

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of responsibility, make a 246-derived title added entry for the title without the initial statement of responsibility. Note that this applies regardless of whether a uniform title has been assigned the work or not, since the function of providing access through a varying form of title is separate and distinct from the function of collocation provided through a uniform title.

```
100 1# $a Shakespeare, William, $d 1564-1616.  
240 10 $a Midsummer night's dream  
245 10 $a Shakespeare's A midsummer night's dream ...  
246 30 $a Midsummer night's dream
```

8) *Introductory words to title proper.* If introductory words to the title proper were not transcribed as part of the title proper (1.1B1), make a 246-derived title added entry for the title including those words.

```
245 00 $a NASA quest  
246 1# $i Title appears on item as: $a Welcome to NASA  
quest
```

9) *Uniform title. LC practice:* Do not make title added entries for uniform titles. There may, however, be instances in which a title added entry is the same as the uniform title (e.g., cf. subsection 7) d) immediately above).

### Items Without Collective Title

1) *Change in AACR2/content designation.* For items without a collective title, *Amendments 1993* to the *Anglo-American Cataloguing Rules* changed the placement of the general material designation ("GMD"), which in turn changed the manner of providing title access in such cases. The GMD now follows the first title transcribed instead of the last. That change stimulated a change in the content designation for items without a collective title: the second title immediately adjacent to the first is now treated as "remainder of title" (subfield \$b). This change, effective 1994, applies in all cases even when a GMD is not being assigned to the item.

#### With GMD

##### *pre-1994 policy*

```
245 10 $a Title A ; Title B ; Title C $h [GMD] / $c  
statement of responsibility
```

##### *1994- policy*

```
245 10 $a Title A $h [GMD] ; $b Title B ; Title C /  
$c statement of responsibility
```



---

**Without GMD***pre-1994 policy*

245 10 \$a Title A ; Title B / \$c statement of  
responsibility

*1994- policy*

245 10 \$a Title A ; \$b Title B / \$c statement of  
responsibility

This change in content designation meant some changes in the existing policy on providing access to the titles being recorded in the title and statement of responsibility area, since the titles immediately following the first are no longer included in the same subfield as the first (subfield \$a). Subfield \$a now ends before any other data element that follows the first title (the GMD, the second title, the first parallel title, the first other title information, the first statement of responsibility).

2) *Title access to independent titles.* Make a title added entry for each title being recorded if there are two or three titles. Usually make a 245-derived title added entry for the first. The second and third titles must be provided for explicitly by using the redefined 740 field (Added entry — Uncontrolled related/analytical title) and recording value "2" in the second indicator position (Analytical entry). (Cf. the examples in 3) *Title access to 245 title string* immediately below). If there are four or more titles being recorded, make a 245-derived title added entry only for the first.

**NOTE:** record in a 246 field varying forms of an independent title occurring in a 245 \$a subfield; record in a 740 field varying forms of an independent title occurring elsewhere.

3) *Title access to 245 title string.* *Previous LC practice:* For the period February 1994 to November 2002, LC made a title added entry for the complement of titles immediately adjacent to one another appearing at the beginning of the title and statement of responsibility area and treated as a unit by recording the titles without the GMD but with the prescribed punctuation used in the title and statement of responsibility area. For the period February 1994-November 1995, field 740 0# was used to provide this added entry; from December 1995 to November 2002 field 246 3# was used. As of December 2002, LC follows the current practice described above in 2) *Title access to independent titles.* There will be no systematic attempt to update records done under the previous practice.

*Previous practice (December 1995-November 2002) showing use of field 246 3# to  
provide access to the 245 title string as it appears on the source.*

100 1# \$a Berkeley, George, \$d 1685-1753.  
240 10 \$a Treatise concerning the principles of human  
knowledge  
245 10 \$a Principles of human knowledge ; \$b and,  
Three dialogues / \$c edited with  
introduction by Howard Robinson.  
246 3# \$a Principles of human knowledge ; and, Three  
dialogues  
700 12 \$a Berkeley, George, \$d 1685-1753. \$t Three  
dialogues.  
740 02 \$a Three dialogues.

*Current practice (December 2002-) showing that field 246 3# is no longer used to  
provide access to the 245 title string as it appears on the source.*

100 1# \$a Berkeley, George, \$d 1685-1753.  
240 10 \$a Treatise concerning the principles of human  
knowledge  
245 10 \$a Principles of human knowledge ; \$b and,  
Three dialogues / \$c edited with  
introduction by Howard Robinson.  
700 12 \$a Berkeley, George, \$d 1685-1753. \$t Three  
dialogues.  
740 02 \$a Three dialogues.

4) *Models illustrating title access.* The following models illustrate the various conditions of title access that may occur for items without a collective title. These models are **LIMITED** to showing the various patterns that may occur. They do **NOT** include any controlled forms of added entries, e.g., controlled analytic added entries, that might also be appropriate.

245 10 \$a Title A \$h [GMD] ; \$b Title B / \$c statement  
of responsibility.  
740 02 \$a Title B.

245 10 \$a Title A ; \$b Title B / \$c statement of  
responsibility.  
740 02 \$a Title B.

245 10 \$a Title A \$h [GMD]. \$b Title B.  
740 02 \$a Title B.

245 10 \$a Title A. \$b Title B.  
740 02 \$a Title B.

245 10 \$a Title A \$h [GMD] ; \$b Title B ; Title C / \$c  
statement of responsibility.

740 02 \$a Title B.

740 02 \$a Title C.

245 10 \$a Title A ; \$b Title B ; Title C / \$c  
statement of responsibility.

740 02 \$a Title B.

740 02 \$a Title C.

245 10 \$a Title A \$h [GMD]. \$b Title B : other title  
information. Title C.

740 02 \$a Title B.

740 02 \$a Title C.

245 10 \$a Title A. \$b Title B : other title  
information. Title C.

740 02 \$a Title B.

740 02 \$a Title C.

245 10 \$a Title A \$h [GMD] / \$c statement of  
responsibility. Title B / statement of  
responsibility.

740 02 \$a Title B.

245 10 \$a Title A / \$c statement of responsibility.  
Title B / statement of responsibility.

740 02 \$a Title B.

245 10 \$a Title A \$h [GMD] : \$b other title  
information / \$c statement of  
responsibility. Title B : other title  
information / statement of responsibility.

740 02 \$a Title B.

245 10 \$a Title A : \$b other title information / \$c  
statement of responsibility. Title B : other  
title information / statement of  
responsibility.

740 02 \$a Title B.

245 10 \$a Title A \$h [GMD] = \$b Parallel title A / \$c statement of responsibility. Title B = Parallel title B / statement of responsibility.

246 31 \$a Parallel title A

740 02 \$a Title B.

740 02 \$a Parallel title B.

245 10 \$a Title A = \$b Parallel title A / \$c statement of responsibility. Title B = Parallel title B / statement of responsibility.

246 31 \$a Parallel title A

740 02 \$a Title B.

740 02 \$a Parallel title B.

245 10 \$a Title A \$h [GMD] = \$b Parallel title A ; Title B = Parallel title B / \$c statement of responsibility.

246 31 \$a Parallel title A

740 02 \$a Title B.

740 02 \$a Parallel title B.

245 10 \$a Title A = \$b Parallel title A ; Title B = Parallel title B / \$c statement of responsibility.

246 31 \$a Parallel title A

740 02 \$a Title B.

740 02 \$a Parallel title B.

245 10 \$a Title A \$h [GMD] : \$b other title information ; Title B : other title information / \$c statement of responsibility.

740 02 \$a Title B.

245 10 \$a Title A : \$b other title information ; Title B : other title information / \$c statement of responsibility.

740 02 \$a Title B.

### **Guidelines for Making Title Added Entries for Other Titles Borne by an Item**

1) *246 indicators*. For ease of reference, the values of the indicator positions of the 246 field are repeated here. For more complete information, see above the subsection 2) *Title added entry derived from 246 field* under the section **"Data Constituting Title Added Entries/Mean of Carrying Them in the MARC Record."**

<i>Ind. 1</i>	<i>Condition the value indicates</i>	
0	Generate a note but not a title added entry	
1	Generate a note and also a title added entry	
2	Do not generate a note or a title added entry	
3	Do not generate a note but do generate a title added entry	
<i>Ind. 2</i>	<i>Condition</i>	<i>Display constant the value indicates</i>
#	No information provided	[no display constant]
0	Portion of title	[no display constant]
1	Parallel title	[no display constant]
2	Distinctive title	[Distinctive title]
	( <i>LC practice</i> : Do not use this value for monographs)	
3	Other title	[Other title]
	( <i>LC practice</i> : Do not use this value for monographs)	
4	Cover title	[Cover title]
5	Added title page title	[Added title page title]
6	Caption title	[Caption title]
7	Running title	[Running title]
8	Spine title	[Spine title]

If the source of the varying title recorded in a 246 field is not one of those represented by values 4-8, the source may be explicitly recorded in an \$i subfield that precedes the title data:

246 1# \$i Source as supplied by cataloger: \$a Varying  
form of title

2) *Scope*. The guidelines in the following subsections represent an attempt to standardize, to a certain extent, practice in giving additional title added entries. They address varying forms of title other than those related to the title proper. They are not meant to be an exhaustive treatment. Apply cataloger's judgment to situations not addressed here. When a single title exhibits several conditions, limit the additional title added entries to those judged to be most useful.

a) *General guideline*. Make 246-derived title added entries more or less automatically for cover titles, parallel titles, and added title page titles when they are significantly different from the title proper. *LC practice*: Be more restrictive about caption titles, half titles, running titles for monographs, and other title information. Generally, make added entries for these only if one of the following is true:

- 1) the work was also published under the title;
- 2) the work is cited in reference sources under the title;
- 3) the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the

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item might think that it is the main title of the publication.

b) *Source vs. type.* In the 246 field, the categories for types of titles expressed by the second indicator are not mutually exclusive. *LC practice:* In general, for titles from sources other than 245, for monographs, prefer to give the source using either one of the following second indicator values for source

- |   |                        |
|---|------------------------|
| 4 | Cover title            |
| 5 | Added title page title |
| 6 | Caption title          |
| 7 | Running title          |
| 8 | Spine title            |

or subfield \$i

```
245 10 $a Title of work ...
246 1# $i Title from colophon: $a Varying form of title

245 10 $a Title of work ...
246 1# $i Title on container: $a Parallel title on
        container
```

instead of stating the "nature" of the title itself, e.g.,

- |   |                   |
|---|-------------------|
| 1 | Parallel title    |
| 2 | Distinctive title |
| 3 | Other title       |

Thus, for a title from a source other than 245 that is also a particular kind of title, e.g., a parallel title, prefer its source over the fact that it is a parallel title:

```
245 10 $a Title of work ...
246 14 $a Parallel title from cover
```

This does not preclude, however, also stating the "nature" of the title in subfield #i when judged appropriate:

```
245 10 $a Title of work ...
246 0# $i Subtitle on jacket: $a Varying form of title
        that is subtitle on jacket
```

3) *Alternate forms.* *LC practice:* With respect to making 246-derived title added entries for alternate forms (cf. subsection 2) *Alternate forms* under "**Guidelines for Making Title Added Entries for Permutations Related to Titles Proper**" above), use judgment on a case-by-case basis. If in doubt, do not make a 246-derived title added entry for a "variant of a variant."

4) *Accompanying material.* Treat the title of an accompanying item as an independent title of a work contained within the item. Provide a title added entry using field 740 with indicator values 02. In general, provide title access through varying forms of the title of an accompanying item in those cases judged to provide useful access, using the 740 02 field also as the means of stating any varying forms of independent titles.

```
245 00 $a OSHA plan writer $h [electronic resource]
...
300 ## $a 1 computer disk ; $c 5 1/4 in. + $e 1 manual
(1 v.) ...
500 ## $a Title on manual: Dr. Young's OSHA plan
writer.
740 02 $a Dr. Young's OSHA plan writer.
```

5) *Added title page title*

```
100 1# $a Abbott, R.
245 14 $a The supply of liner shipping to Canada / $c
by R. Abbott, Z. Mockus, N. Farinaccio.
246 15 $a Offre de transport maritime de ligne
régulière au Canada
```

6) *At head of title.* When title data appear at head of title, use a 246 field.

```
110 1# $a Colorado. $b Office of State Auditor.
245 10 $a Highway users tax fund performance audit.
246 1# $i At head of title: $a Report of the State
Auditor
```

When data other than title data appear at head of title that are to be combined with the title proper in an added entry, record the "at head of title" data in a 500 note, and provide the title added entry through a 246 3# field:

```
110 2# $a Rand McNally and Company.
245 10 $a Chicago & vicinity 6 county StreetFinder /
$c Rand McNally ...
246 3# $a Chicago and vicinity six county StreetFinder
246 3# $a Rand McNally, Chicago Tribune, Chicago &
vicinity 6 county StreetFinder
500 ## $a At head of cover title: Rand McNally,
Chicago Tribune.
```

7) *Binder's title.* If a binder's title varies significantly from the title proper, record the title in 246 1#.

100 1# \$a Shaver, John I.  
245 10 \$a Mixed Commission on British and American  
Claims, John I. Shaver vs. United States, no.  
51 : \$b brief for claim.  
246 1# \$i Binder's title: \$a Shaver vs. United States

*LC practice:* If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), record only the note and not the added entry. In such a case, make the note a copy-specific one (LCRI 1.7B20), e.g., "LC copy has binder's title: ..." In case of doubt, do not assume that the item was bound only for LC.

8) *Caption title*

100 1# \$a Ettling, E. \$q (Emile)  
245 10 \$a Suite de valse sur l'opéra L'Africaine de  
Meyerbeer / \$c E. Ettling.  
246 16 \$a Africaine

9) *Colophon title*

100 1# \$a Melit'auri, K.  
245 10 \$a Varzia ...  
246 1# \$i Title in colophon: \$a Vardzia

100 1# \$a Deng, Xiaoping, \$d 1904-  
240 10 \$a Selections. \$f 1983  
245 10 \$a Deng Xiaoping wen xuan, 1975-1982 nian ...  
246 1# \$i Colophon title: \$a Deng Xiaoping wenxuan

10) *Corrected titles other than title proper* (cf. 1.0F1) above under "**Guidelines for Making Title Added Entries for Permutations Related to Titles Proper.**") In encountering titles other than title proper that contain an incorrect form of some kind, use judgment to determine when to give access to incorrect and/or corrected forms.

a) *Titles of monographs corrected by "[i.e. ...]" and "[sic]."* When either the "[i.e. ...]" or "[sic]" technique is used, make two title added entries: a 246-derived one for the title in its uncorrected form, and one in its correct form.



110 2# \$a Katholiek Sociaal-Kerkelijk Instituut.  
 245 10 \$a Etude cartographique de la structure  
 économique et démographique de l'Europe  
 occidentale = \$b Kleiner Atlas der  
 oekonomischen und demografischen Struktur  
 von West Europa = Cartografic [sic] study on  
 the economic and demografic [sic] structure  
 of western Europe.  
 246 31 \$a Kleiner Atlas der oekonomischen und  
 demografischen Struktur von West Europa  
 246 31 \$a Cartografic study on the economic and  
 demografic structure of western Europe  
 246 3# \$a Cartographic study on the economic and  
 demographic structure of western Europe

b) *Titles of monographs with missing letters.* If the varying title contains a missing letter or letters, use one 246 field to provide a 246-derived title added entry for the variation as it appears in the source and another to record the variation in its corrected form.

100 1# \$a Gold, Robert.  
 245 14 \$a The hills of home ...  
 246 34 \$a Hlls of home  
 246 04 \$a H[i]lls of home  
*(Varying form of title on cover)*

c) *Titles of serials and integrating resources.* When the varying title has been transcribed in a corrected form without using brackets, also make a 246-derived title added entry for the varying title as it appears in the source.

245 00 \$a Linguistic research today ...  
 246 18 \$a Research in linguistics  
 246 1# \$i Spine title on v. 1: \$a Resarch in  
 linguistics

# 11) *Cover title*

111 2# \$a SPWD-NABARD Seminar on Economics of Wastelands  
 Development \$d (1984 : \$c Suraj Kund, India)  
 245 10 \$a SPWD-NABARD Seminar on Economics of Wastelands  
 Development : \$b proceedings of the seminar  
 held at Suraj Kund on March 8th, 9th, 10th 1984  
 / \$c sponsored by National Bank for Agriculture  
 and Rural Development ; editor, Kamal Sharma.  
 246 14 \$a Economics of wastelands development

12) *Distinctive title.* *LC practice:* Do not use for monographs.

13) *Half title*

111 2# \$a Bruckner-Symposion : \$n (8th : \$d 1986 : \$c  
Linz, Austria)  
245 10 \$a Bruckner Symposion ...  
246 1# \$i Half title: \$a Bruckner-Symposion Linz 1986

14) *No title added entry derived from varying form of title data recorded.* There may be occasions when the information in a varying form of title is judged useful in aiding identification or showing the nature/scope of a work, but an added entry is judged not to be needed.

245 03 \$a La fabbrica eterna / \$c [coordinamento del  
Convegno e del volume, Ernesto Brivio].  
246 0# \$i Subtitle on jacket: \$a Cultura, logica  
strutturale, conservazione delle cattedrali  
gotiche

15) *Other title.* This category is available as a general kind of source not otherwise specified by another value in the second indicator position of 246. *LC practice:* Do not use for monographs; use subfield \$i to state the specific location.

245 00 \$a Ammunition.  
246 13 \$a UAW ammunition  
(*The publication is a serial*)

16) *Other title information from 245*

a) *General*

111 2# \$a Bruckner-Symposion : \$n (8th : \$d 1986 : \$c  
Linz, Austria)  
245 10 \$a Bruckner Symposion : \$b Bruckner, Liszt, Mahler  
und die Moderne, im Rahmen des Internationalen  
Brucknerfestes Linz 1986, 17.-21. September 1986  
: Bericht ...  
246 30 \$a Bruckner, Liszt, Mahler und die Moderne

b) *Acronym/initialism of full form of title proper of a serial or an integrating resource.* When other title information consists of an acronym/initialism of the the full form of the title recorded as the title proper in a bibliographic record for a serial or an integrating resource (rule 12.1B2), make a 246-derived title added entry for the acronym or initialism.

245 00 \$a Research in biology : \$b RIB  
246 30 \$a RIB

17) *Parallel titles.* If a title in another language appears prominently on the publication, make a 246-derived title added entry for it. (It does not matter if the source is an added title page or if there is text in the language of the title.)

In the 246 field, the categories for types of titles expressed by the second indicator are not mutually exclusive. *LC practice:* In general, for titles from sources other than 245, prefer, for monographs, to give the source (using either one of the second indicator values for source exclusive of values "2-3") or subfield \$i instead of stating the "nature" of the title itself. Thus for a title from a source other than 245 that is also a parallel title, prefer its source over the fact that it is a parallel title.

a) *Parallel title from 245*

```
100 1# $a Mossolow, N.
245 14 $a Die Geschichte von Namutoni $b = Die Verhaal
        van Namutoni = The history of Namutoni / $c
        N. Mossolow.
246 31 $a Verhaal van Namutoni
246 31 $a History of Namutoni
```

b) *Parallel title from other than 245.* Insure that the source is always indicated.

(1) *Indicate source by indicator*

```
100 1# $a Abbott, R.
245 14 $a The supply of liner shipping to Canada / $c
        by R. Abbott, Z. Mockus, N. Farinaccio.
246 15 $a Offre de transport maritime de ligne
        régulière au Canada
```

(2) *Indicate source by \$i subfield*

```
100 1# $a Brander Jonsson, Hedvig, $d 1949-
245 10 $a Bild och fromhetsliv i 1800-talets Sverige /
        $c Hedvig Brander Jonsson.
246 1# $i Parallel title on p. [4] of cover: $a
        Picture and piety in 19th century Sweden
```

18) *Running title*

```
100 0# $a Gregory, $c of Nyssa, Saint, $d ca. 335-ca.
        394.
240 10 $a Commentarius in Canticum canticorum
245 10 $a Gregorii Nysseni In Canticum canticorum ...
246 17 $a Commentarius in Canticum canticorum

245 00 $a Bangladesh Education Extension Centre
        bulletin.
246 17 $a B.E.E.C. bulletin
```

**19) Spine title**

100 1# \$a Parmentier, Henri.  
245 10 \$a On vacation / \$c [illustrations by Henri  
Parmentier].  
246 18 \$a Animal pals on vacation

**20) Other source**

245 00 \$a Recent developments in real property law  
practice, 1984/1985 \$h [sound recording].  
246 1# \$i Title on container: \$a Recent developments  
in real property law practice (spring 1985)

**Title Changes Related to Subsequent Editions of Monographs**

*LC practice:* When the title or choice of entry, or both, changes between editions cataloged separately (LCRI 1.7A4), state the fact of the change in a 500 note and link the two editions by means of a 700-730 controlled related work added entry for the heading for the previous edition in the record for the edition being cataloged.

100 1# \$a Surname, Forename.  
245 10 \$a Title of current edition ...  
500 ## \$a Earlier edition published under title: Title  
of earlier edition.  
700 1# \$a Surname, Forename. \$t Title of earlier  
edition.

**Title Change for Parts of a Multipart Item**

If the title proper changes between parts of a multipart item, give the other title proper in 246 1# . Identify the part(s) with that title in subfield \$i.

245 00 \$a Reactions and processes ...  
246 1# \$i Pt. H has title: \$a Chemometrics in  
environmental chemistry

100 1# \$a Wood, Neil S.  
245 10 \$a Evolution of the pedal car and other riding  
toys, with prices ...  
246 1# \$i Vols. 2-<4 > have title: \$a Evolution of  
the pedal car, with price guide

**Minor Change in Title of a Serial**

If the change in title proper of a later issue or part of a serial is only a minor change (cf.

rule 21.2A), give that title proper in a 246 1#. Identify the issue(s) or part(s) with that title in subfield \$i.

```
245 00 $a Research report on literacy efforts.
246 1# $i No. 17- have title: $a Research reports
on literacy efforts
```

### Title Added Entries for Integrating Resources

1) *Title proper.* When the title proper on the latest iteration (e.g., on replacement title page of an updating loose-leaf, on updated Web site) differs from the earlier title proper, give the later title proper in the 245 field; give an added entry for the earlier title proper in a 247 field. See LCRI 12.7A2 for the content of the 247 field.

2) *Other title information and titles other than the title proper.* When other title information or a title other than the title proper has been added, changed, or deleted on the latest iteration and it is considered important to make a note, give the other title information or the title in a 246 field and explain the situation in subfield \$i. See LCRI 12.7B4.1, LCRI 12.7B5.2, and LCRI 12.7B6.2.

### Title Added Entries for Electronic Serials That Don't Retain Earlier Titles

If an electronic serial is reformatted so that all evidence of the earlier title is removed, give an added entry for the earlier title proper in a 247 11 field. See LCRI 12.7B4.2 for information about the related 547 field. Also give such added entries if an aggregator presents a range of issues and does not retain earlier titles.

#### *existing record*

```
245 00 $a Asian age $h [electronic resource]
```

#### *same record updated*

```
245 00 $a Asian age online $h [electronic resource]
247 11 $a Asian age $f <Mar. 6, 2001>
547 ## $a All issues originally published with title
Asian age have been reformatted with the new
title: Asian age online.
```